



Meeting Date	November 28, 2007	Time	10:00 – 11:30
Location	SSMC3 Room 10836; Conference Call 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	N	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	N	
Herbert Callands	NWS	N	
Debbie Hoffman	NWS	Y	
Brian Crawley	NWS	Y	
Carmen Solis	NOS	N	
Bruce Jackson	AGO	Y	
Paul Johnson	OAR	N	
Steve Musser	OAR	N	
Sharon Schroeder	OAR	N	
Andrea Moore	OAR	Y	
Alicia Taylor	NESDIS	Y	
Gerald Thomas	NMAO	Y	
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	N	
Angela Chu	Budget Office	Y	
Valda Ferrell-Evans	CMFD	Y	
Sharon Glover	BIS	N	
FMC/Guest Name	Organization		E-mail
Sheryl Reddix	NMFS	Y	
Helen Brandling-Bennett	NMFS	Y	
Debra Lucas	OAR	Y	
Sue Snyder	OAR	Y	
Niconda Surret	NESDIS	Y	
Brian Johnson	NOS	Y	

Agenda:

1. OGC clearance/MIPRs/NWS clarification – All
2. Draft TWA policy – Mark St. Clair
3. Carryover update – Cindy Rich
4. Questions from Training (continued) – Cindy Rich

Minutes:

1. Debbie Hoffman discussed NWS comments on the OGC discussion in the minutes from the Reimbursable Workgroup meeting on October 31, 2007. Lois Coleman will revise the minutes, as necessary and forward them to the Group. Debbie Hoffman will follow up with OGC on:
 - Assigning folder ID numbers in WebCims;
 - Notifying the LO FMC or HQ contact upon receipt of agreements for review;
 - Providing prior mods.Cindy Rich agreed to incorporate the OGC comments and discussion in the Standard Operating Procedures.
2. Mark St. Clair introduced draft TWA policy which was sent to the Group for comment prior to the meeting. Mark agreed to revise the policy based on the Group's discussion and send it out for comment before the next meeting on January 9. Lois asked members to review the draft and provide comments so the policy can be approved by the Group in January.
3. Cindy Rich discussed the status of carry-over. She said LOs should be careful when reviewing carry-over because it may be overstated because of WIP/GL differences (negative unbilled amounts) which are the result of a software bug. CBS is working on a fix which may be ready before the end of the 1st quarter. When the software fix is complete, we will have to determine if carry-over for some projects will decrease.

Carry-over on fund code 97 is worked through the Receivables Branch (Mark St. Clair) in the Finance Office. The carry-over for projects in fund code 97 are reviewed project by project to ensure the LO has legal authority. LOs need to provide the statute or regulatory requirement which allows them to conduct fund code 97 projects before the carry-over will be approved.

4. The Group continued discussion of frequently asked questions. Cindy Rich will post on the CBS website the questions and answers which have been discussed and are complete.

The next meeting will be:	January 9, 2008 10:00 – 11:30 SSMC2 18246
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